

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet (Please read instructions on back)

3. Reason for Submission Other		4. Employing Office Location Washington, D.C.	5. Duty Station Washington, D.C.	1. Position No. EPGS21007	2. Incumbency Allocation Only? May Not be IAed <input checked="" type="checkbox"/>
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt - Administrative <input checked="" type="checkbox"/>	8. Financial Statements Required OGE-278 Required <input checked="" type="checkbox"/>	6. BUS Code 8888	9. Cybersecurity Code a. 000 b. _____ c. _____
		10. Position Status Excepted (Specify in Remarks) <input checked="" type="checkbox"/>	11. Supervisory Status Code 8 - All Other Positions <input checked="" type="checkbox"/>	12. Competitive Level Code	13. Competitive Area
		15. Extramural %	16. Functional Class Code N/A	14. Drug Testing No <input checked="" type="checkbox"/>	17. Medical Monitoring
		18. Position Sensitivity Non-Sensitive <input checked="" type="checkbox"/>	19. Security Clearance Not Required <input checked="" type="checkbox"/>	20. Position Risk High Risk <input checked="" type="checkbox"/>	23. Full Performance Level GS-15
		21. Emergency Essential	22. Developmental Position No <input checked="" type="checkbox"/>		

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	White House Liaison	GS	0301	15

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such)
	Sinceré Harris

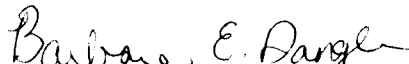
27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description U.S. Environmental Protection Agency
b. 2nd Tier Org Code A0000000	2nd Tier Org Description Office of the Administrator
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager	
		Charlotte M. Bertrand, Associate Deputy Administrator for Programs	
Signature	Date	Signature	Date
		CHARLOTTE BERTRAND	Digitally signed by CHARLOTTE BERTRAND Date: 2021.01.14 20:06:10 -05'00'

29. **Classification/Job Grading Certification:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist		30. Position Classification Standards Used in Classifying/Grading Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90
Signature	Date	
	1/19/21	

31. Remarks
Executive Resources position: Schedule C.

Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

White House Liaison

GS-0301-15

Introduction

This position is located in the Office of the Administrator, Immediate Office. The White House Liaison is responsible for serving as the Agency's liaison to the White House on confidential and sensitive duties regarding personnel and related issues.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform his/her duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and as such, will be expected to reflect his/her philosophies in conversation with leading figures of government, business and other groups. The incumbent will also be obliged to present the views of the Administrator in correspondence and other communications with Agency managers and program officials.

Major Duties and Responsibilities

1. Hires and manages personnel process for all political appointees from application stage through post-employment. Performs a variety of confidential assignments associated with the coordination of sensitive personnel issues with the White House, Congress, industry, public interest groups, and others. Incumbent is recognized as an expert and authoritative representative and provides advice and expertise on developing, managing, evaluating and implementing strategies, policies and directives. Reviews and coordinates sensitive reports, documents and other material of special importance and concern to the Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's points of view. Identifies critical personnel issues which involve particularly difficult or sensitive decision-making actions related to policy which require the immediate and personal attention of the Administrator. Identifies and performs in-depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides recommendations through written and oral presentations. This may include analyzing the impact of policy directives from within the Agency, the Office of Management and Budget, and other federal agencies. Recommendations are based on analyses, reports, general information, and other sources as supplemented by a continuous awareness of Agency policies, issues, and programs.
2. Pursues opportunities, meetings, and relationships that will promote the Agency's strategic plan. Serves as liaison to and meets with high level officials from the White House, other Federal and non-Federal agencies, representatives or interested groups, as well as other EPA officials, to ascertain problems and to advise and coordinate on all aspects of sensitive personnel issues. Represents or negotiates on behalf of Agency decision-makers with experts in working groups across government and with EPA partners and stakeholders (state, tribal and local governments, environmental organizations, and others). Represents the Administrator,

Deputy Administrator and/or Chief of Staff at meetings, conferences, and seminars sponsored by the Agency and/or external organizations. As a senior level liaison with external organizations, presents Agency viewpoints to external groups and promotes closer relationships between EPA and appropriate outside organizations in areas of mutual benefit. Actively participates in conferences, meetings, or presentations involving problems or issues of considerable importance. These relationships are critical to the incumbent's ability to maintain an up-to-date awareness of any plans, policies and/or changes that could impact the work of the Agency in relation to the incumbent's work with political appointees.

3. Advises the Administrator on policy initiatives, including identifying problem areas, developing and recommending solutions to complex and controversial issues and recommending specific policies in relation to highly urgent and sensitive operational or program matters. Analyzes the consequences of adopting various proposals and policies. Forecasts developments potentially affecting programs; anticipates potential questions, problems, or policy issues which subsequently may arise; and brings these to the Administrator's attention. Recommends corrective action. Ensures potentially controversial/complex approaches or positions on prominent and emerging issues are fully analyzed and discussed with appropriate staff and management before decisions are made. Ensures appropriate coordination and communication with Agency stakeholders on strategic planning and sensitive issues. Arranges for the implementation of specific policies and solutions developed, including working with Senior Staff to coordinate execution of policy initiatives and making action assignments to the appropriate organizational element. In coordination with the Office of Public Affairs, consults on communications and messaging for policy roll outs.
4. As requested, conducts special assignments on matters of special concern or interest to senior management. Assignments are usually broad based, touching upon wide program areas or activities within the Office of the Administrator. The position conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions. Uses independent judgement and sensitivity to issues which affect EPA and the Administrator's agenda to provide information to senior managers through personal briefings. Develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice and counsel on the need for changes in methods, procedures, and policies to strengthen programs or processes. Establishes contacts at the highest official levels, develops information, evaluates findings and prepares reports incorporating conclusions and specific recommendations.
5. As requested, attends conferences and meetings either with or as a representative of the Administrator, Deputy Administrator or Chief of Staff, within EPA to convey their points of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Administrator on matters discussed and recommendations made.

6. Responsible for keeping currently alert and informed on all policies, programs and procedures of an Agency-wide scope and knowledgeable of substantive programs and organizational interrelationships. Keeps abreast of new developments within and outside of Federal sector pertaining to assigned areas of expertise and provides advice and options to the Administrator on strategies to accommodate such developments. Exercises initiative in determining suitable alternative solutions with officials of other Federal agencies, State and local governments charged with similar responsibilities.
7. As requested, attends meetings for or with senior management officials for fact finding, problem solving and negotiation. These assignments require the utmost tact, diplomacy and perception regarding the subject and persons involved. The incumbent must balance the interests of the parties with those of the Agency to influence managers or other officials to accept and implement the findings and recommendations made by the incumbent. They may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems. Applies skill in justifying or settling matters involving significant or controversial issues, defending proposed approaches, negotiating settlement of differences by arriving at a compromise or developing suitable alternatives. Prepares reports and analyses for presentation to senior managers, as required.
8. Performs other duties of a close and confidential nature, as assigned.

Factor Level Descriptions

FACTOR 1, Knowledge Required

1-8 (1550 Points)

The incumbent has an expert knowledge of the Agency and the Administrator's program goals and objectives, legislative development and managerial procedures, the sequence and timing of key program events and milestones, and program accomplishments. The position also requires an in-depth understanding of Agency administrative procedures and regulations. They have expert knowledge of business/program management processes, concepts, principles, and tools sufficient to implement strategy deployment for continuous improvement across complex management processes, systems, and programs.

Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the White House Office programs. This includes knowledge of program goals and objectives, the mission of EPA, and methods of evaluating the worth of program accomplishments. Work requires knowledge of relationships with other programs and key administrative support functions across the Federal government and within EPA.

Ability to establish and maintain systematic program management methods and/or to objectively evaluate program progress using qualitative and quantitative analysis methods.

The incumbent must be skilled in clear, concise, oral and written communications, skilled in interpretation of complex written and oral instructions, able to synthesize and assimilate ideas quickly sufficient to communicate results and complex programmatic matters to policy makers,

staff and stakeholders.

Skill in group facilitation, team building, and project management sufficient to establish and maintain effective working relationships with individuals or groups interested in or affected by programs that may have opposing points of view or conflicting interests.

FACTOR 2, Supervisory Controls

2-5 (650 Points)

Assignments are normally made only in terms of broadly defined missions or functions. The employee has complete responsibility for planning, developing, coordinating, and evaluating programs, projects, activities, or other work independently. Completed work is normally accepted without change, and when it is reviewed, the review concerns such matters as, fulfillment of objectives, effect on overall operations, and contributions to program efforts. Recommendations are typically adopted and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities.

FACTOR 3, Guidelines

3-5 (650 Points)

Guidelines are broad and nonspecific such as policy statements and basic legislation which require extensive interpretation. Employee is required to use resourcefulness and perception to develop and interpret guidelines. Employee is recognized as a national technical authority in this area.

FACTOR 4, Complexity

4-6 (450 Points)

The work consists of the analysis of broad functions and processes which may affect programs in all Agency operations. Plans, organizes, and completes analytical studies involving the substance of key agency programs. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent in program actions.

FACTOR 5, Scope and Effect

5-6 (450 Points)

Performs very broad and extensive work assignments related to Agency programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements about which Department, Agency, or Program Office within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups.

Recommendations involve highly significant programs or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency or affect large numbers of people on a long-term, continuing basis.

FACTOR 6, Personal Contacts

6-4 (110 Points)

Personal contacts are with high-ranking officials both inside and outside of the Agency, including

the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency and Office stakeholders. Contacts are also with persons outside the agency which may include the White House, Congressional contacts, political officials, consultants, contractors or business executives. Contacts include the head of the Agency, and program officials at all managerial levels.

FACTOR 7, Purpose of Contacts

7-D (220 Points)

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

FACTOR 8, Physical Demands

8-1 (5 Points)

The work is primarily sedentary, although walking, bending, or lifting may be required.

FACTOR 9, Work Environment

9-1 (5 Points)

Work is generally performed in an office setting.

TOTAL: 4090

GS-15 GRADE RANGE: 4055 - up